

OUTLINE FORMAT FOR SUPPRESSION ACTION REVIEW WRITTEN REPORT

This format is provided to develop consistency in the Servicewide fire review reporting system. This format will assure more efficient review of reports at the park, regional and national levels.

Fire reviews will follow the general outline listed below. The list of subjects is included for consideration, but only those subjects that the review team identifies as commendable actions, policy issues or correctable deficiencies need be included in the written report.

I. Introduction

This section will include the names, titles, agency/home units, fire qualifications and business phone numbers of the review team members. Information regarding the date and place of the review will also be included.

II. Summary Narrative

This section should contain the basic who, what, when, where, how and why, and should serve the purpose of an executive summary. Unusual major events should be mentioned but not detailed.

III. Readiness Evaluation

- A. Pre-fire weather conditions
- B. Fuel conditions
- C. Topography
- D. Special constraints
- E. Planning status:
 - 1. Fire management plan
 - 2. Pre-attack plan
 - 3. Agreements
 - 4. Prevention
 - 5. Step-up plan

IV. Management Evaluation

- A. Initial attack evaluation

1. Dispatch
2. Description of management effort
3. Personnel qualifications
4. If unsuccessful, why?

B. Extended attack - Type II or Type I incident

1. WFSA: completed by whom, review clause?
2. Fire complexity analysis
3. Delegation of authority/agency administrator briefing
4. Personnel qualifications
5. Park preparations for extended attack and overhead transition
6. Safety
7. Operations
8. Planning
9. Logistics
10. Finance and procurement
11. Human resources management
12. Public information
13. Interagency coordination

V. Fire Effects

VI. Rehabilitation

VII. Mobilization/Demobilization

VIII. Appendices